



# Hazardous Waste Manifest

Wisconsin Department of Natural Resources • Waste Management Program • PUBL WA-102 98

P.O. Box 7921 • Madison WI • 53707-7921 • 608/266-2111

A manifest is a shipping paper that tracks hazardous waste from where it is generated to the facility where it is treated, stored or disposed. Small and Large Quantity hazardous waste Generators are required under Wisconsin Administrative Code, Chapter NR 615 to use a manifest when shipping hazardous waste off-site. Very Small Quantity Generators may use a manifest, but are not required to do so. Anyone who does use a manifest must make sure it is completed accurately and includes an EPA ID number (see below).

Waste is hazardous if it is listed as a hazardous waste, or displays any of the four hazardous waste characteristics: ignitable, corrosive, reactive and toxicity. There is a fact sheet titled "What is Hazardous Waste" (PUBL WA-106 97) that explains this in more detail. Call 608/267-9700 or your regional DNR waste program assistant (see attached map) for a copy.

Hazardous waste is usually handled by three parties: generators, transporters and designated treatment, storage or disposal facilities (TSD). All three parties are legally responsible for completing certain parts of the hazardous waste manifest.

## Who Uses a Manifest?

All generators producing more than 100 kilograms (220 lbs.) of *hazardous waste per month*, or accumulating more than 1,000 kilograms (2,200 lbs.) at *any one time*, must fill out a manifest form when shipping their hazardous waste for off-site storage, treatment, disposal or recycling. In addition, the manifest form must be used for the shipment of polychlorinated biphenyls (PCBs). The hazardous waste generator is responsible for completing the manifest form before transporting waste. Failure to comply with this requirement or other hazardous waste regulations is a violation and may result in penalties.

Generators who produce less hazardous waste than the prescribed amounts listed above may choose to manifest their waste because they want proof of the shipment to document compliance. In some cases, the facility receiving the waste may request that the manifest be used, even though it is not required by law. Very Small Quantity Generators who choose to use the manifest must notify DNR and obtain an EPA ID number. If you're shipping only non-hazardous waste you *should not* use the manifest.

## Where to Get Manifests

Wisconsin hazardous waste manifest forms are available from the waste management program at all DNR regional offices (see attached map). It is the generator's responsibility to obtain the manifest form. If you are shipping your hazardous waste out of state, you must obtain a manifest form from that state's environmental regulatory agency. The state you are shipping your waste to is the consignment state. If that state has no manifest of its own, use the Wisconsin manifest. If your transporter provides the manifest, make sure it is from the state where your waste is being shipped.

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## How to Fill It Out

The manifest form (Figure 1) is divided into three separate sections that must be filled out by the generator, transporter and designated facility. Step-by-step instructions are printed on the back of the manifest. However, you should note several things:

### *Generators*

- ◆ Make sure to fill in one hazardous waste number in Box I.
- ◆ If the transporter completes the generator section for the generator, the generator must review this section for accuracy.
- ◆ Box J is for listing things such as additional waste codes and alternative measurement units (for example, volume instead of weight).
- ◆ Note that Line 16 indicates that upon signing the manifest, a Large Quantity hazardous waste Generator must certify its company has a hazardous waste minimization program in place.

### *Facilities*

- ◆ In Item 19, indicate any discrepancy in the amount or type of waste originally shipped. Also, indicate any necessary corrections.

### *All*

- ◆ Fill in EPA identification number(s). The Department of Natural Resources issues an identification number to Wisconsin generators, transporters and designated facilities handling hazardous waste. Contact your DNR Region's Waste Management Program Assistant (see attached map) or call 608/266-2111 to obtain an EPA notification form and a copy of the fact sheet "EPA Identification Number: for Hazardous Waste and Used Oil Activities" (PUBL WA-101 97).
- ◆ Don't change the number in Box A. Each manifest form has a unique document number indicated in red in this box.
- ◆ Type the information on the form or print legibly.

## Common Errors and How To Correct Them

***Sign and Date.*** The generator, transporter and designated facility must sign and date the manifest.

***Measurements.*** Use only one unit of measurement per waste listed. For example, list the waste in pounds or in gallons.

***Waste Number.*** Use only one hazardous waste number code per waste you list in Box I.

***Transporter.*** Make sure the transporter hauling your hazardous waste is licensed by the DNR to haul hazardous waste. To check this, call your DNR regional office. It is a violation and there are penalties for both the generator and transporter if the hazardous waste is transported in Wisconsin without a DNR license. Hazardous waste transporters must comply with the manifest requirements of s. NR 620.08, Wis. Adm. Code.



# Manifest

SEE INSTRUCTIONS ON REVERSE SIDE OF COPY 6.



STATE OF WISCONSIN  
Chapter 144, Wis. Stats.  
Form 4400-66P Rev. 5-95

State of Wisconsin  
Department of Natural Resources  
Bureau of Solid and Hazardous Waste Mgt.  
Box 8094  
Madison, Wisconsin 53708

FOR DNR USE ONLY

ALL COPIES MUST BE LEGIBLE,  
PLEASE TYPE

Form designed for use on elite (12-pitch) typewriter.

Form Approved OMB No. 2060-0089. Expires 9-30-95

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator's US EPA ID No. WTR 123456789	Manifest Document No.	2. Page 1 of	Information in the shaded areas is not required by Federal law.
3. Generator's Name and Mailing Address Jane Doe, Quality Products 123 Industrial Ave., Somewhere, WI 55999		Site Location If Different SAME		A. State Manifest Document Number WI 1644598	
4. Generator's Phone (414) 999-9999				B. State Generator's ID	
5. Transporter 1 Company Name We-Take-It		6. US EPA ID Number ILD999999999		C. State Transporter's ID 99999	
7. Transporter 2 Company Name		8. US EPA ID Number		D. Transporter's Phone (414) 555-5555	
9. Designated Facility Name and Site Address We-Fix-It 111 Lost Acres St Someplace, TX		10. US EPA ID Number TXD999999999		E. State Transporter's ID	
				F. Transporter's Phone	
				G. State Facility's ID	
				H. Facility's Phone (201) 999-9999	
11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)		12. Containers No.	13. Total Quantity	14. Unit wt/vol	1. Waste No.
a. R Q Waste Combustible Liquid, N.O.S. NA 1993 PG III, (Matural Gas/Benzene) (D001,D018)ERG#128		0, 0, 1	1, 0, 0, 0	G	0, 0, 0, 1
b. R Q Waste Paint Related Material, 30N 1263 PG II (F003) (ERG #127)		0, 0, 3	1, 6, 5	G	F, 0, 0, 3
c.					
d.					
J. Additional Descriptions for Materials Listed Above		K. Handling Codes for Wastes Listed Above			
15. Special Handling Instructions and Additional Information					
16. GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national governmental regulations and according to the requirements of the Wisconsin Department of Natural Resources. If I am a large quantity generator, I also certify that I have a program in place to reduce the volume and toxicity of waste generated to the degree I have determined to be economically practicable and I have selected the practicable method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment.  OR, if I am a small quantity generator, I have made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford.					
Printed/Typed Name & Position Title Jane Doe, Owner		Signature		Date Month Day Year 9, 9, 9, 9, 9	
17. TRANSPORTER 1 Acknowledgement of Receipt of Materials Printed/Typed Name & Position Title Joe Highway, Driver		Signature		Date Month Day Year 9, 9, 9, 9, 9	
18. TRANSPORTER 2 Acknowledgement of Receipt of Materials Printed/Typed Name & Position Title		Signature		Date Month Day Year 9, 9, 9, 9, 9	
19. Discrepancy Indication Space					
20. FACILITY OWNER OR OPERATOR: Certification of receipt of hazardous materials covered by this manifest except as noted in Item 19. sign on page 3-6 only					
Printed/Typed Name & Position Title		Signature		Date Month Day Year 9, 9, 9, 9, 9	

EPA Form 5700-22 (Rev. 9-88) Previous editions are obsolete.

Copy Distribution:

1 - Generator send to Wis. DNR

4 - Facility retain

Emergency 24 Hour Assistance Telephone Number COPY 1-

In Wisconsin (608) 295-3232

Outside Wisconsin (800) 424-6802

GENERATOR SEND TO WIS. DNR

Copies 1 & 3 mail to Wis. DNR at above address.

5 - Facility send to Generator

6 - Transporter retain

Figure 1



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## Common Errors and How To Correct Them (continued)

### *Transporter Situations.*

- ◆ A generator may deal with two transporters to get the hazardous waste to a designated facility. This means that each transporter must have its own separate EPA ID number. In this case, both transporter companies must include their name and ID number on the manifest. Both must sign the manifest, as well.
- ◆ A generator may deal with two drivers from the same transporter company. These two drivers are considered one transporter. In this situation, only one driver has to sign and date the manifest form and fill in one ID number. However, if it is company policy that each driver sign the manifest form, then each driver must enter the company's EPA ID number even though it is the same number for each driver.

## What to Do With The Completed Form

Each Wisconsin manifest form contains six copies. At the bottom of each copy is a statement, printed in red, indicating what to do with that particular copy.

Here's what happens to the manifest:

1. When the transporter picks up the waste from the generator, both sign the manifest.
2. The generator keeps copy 2 of the manifest and sends copy 1 to the Wisconsin DNR address noted on the manifest.
3. The transporter takes the rest of the copies (3-6).
4. When the transporter delivers the waste to the facility, the facility signs the manifest.
5. The transporter keeps copy 6.
6. The facility keeps copy 4.
7. The facility sends copy 5 to the generator notifying him/her the waste that has been received.
8. The facility sends copy 3 of the manifest to the Wisconsin DNR, or to the environmental regulatory agency in the state where the facility is located.

**\*\*Waste Sent To Another State.** Wisconsin generators shipping hazardous waste to another state must send a photocopy of the manifest with their receiving facility's signature to the Wisconsin DNR. The photocopy should be sent to: Wisconsin DNR, Bureau of Waste Management, Box 8094, Madison, WI 53708. Do this even if it is another state's manifest form.

## What DNR does With the Manifest Forms

The DNR maintains a large database from information provided on the manifest form. This information helps the DNR:

- ◆ Keep track of hazardous waste shipments to ensure hazardous waste is safely handled, and it is being sent to facilities that have approval to manage hazardous waste.
- ◆ Determine Wisconsin's hazardous waste capacity needs and study hazardous waste trends in the state.
- ◆ Enforce hazardous waste regulatory laws.
- ◆ Keep a cradle-to-grave record of all hazardous waste shipped in Wisconsin to help prevent anonymous dumping, human health threats and environmental damage.
- ◆ Report required information about the quantity and type of hazardous waste produced in Wisconsin to EPA every two years. The EPA uses this information to study national hazardous waste capacity limits, and inform congress of how hazardous wastes are managed.



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## Transportation

Any hazardous waste defined by Wisconsin Department of Transportation (DOT) regulations to be a "hazardous material" for any reason must be transported in compliance with all Wisconsin DOT and U.S. DOT requirements for hazardous materials.

### Questions?

Call your DNR Regional waste management program (see attached map) if you have additional questions or consult the NR 600 series, Wisconsin Administrative Code. You may also want to check on DNR's web site at <http://www.dnr.state.wi.us> or contact your regional waste management program or DNR's Bureau of Cooperative Environmental Assistance at 608/267-9700 for a list of other publications that might be of interest. Copies of Wisconsin statutes and administrative rules can be purchased from Wisconsin Department of Administration, Document Sales and Distribution, P.O. Box 7840, Madison, WI 53707-7840 or call 608/266-3358. Wisconsin State statutes and some administrative rules are also on the Revisor of Statutes Bureau's world wide web site: <http://www.legis.state.wi.us/rsb/stats.html>.

***Disclaimer:** This fact sheet is not intended as a substitute for the statutes and rules that apply. Rather, it is a brief summary of the topic. Please consult Wisconsin's statutes and administrative rules for detailed information.*

**Note:** DNR provides equal opportunity in employment, programs, services and functions under an Affirmative Action Plan. This document is available in alternative format upon request. Call the Bureau of Waste Management at 608/266-2111 for information about alternative formats.

Source: LAP/WA102.DOC

